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Approval Authority Family Medicine Postgraduate Executive Committee	
Implementation Authority Postgraduate Director	
Effective Date	
Latest Revision October 26, 2017	

- Purpose** **1** The purpose of this policy is to describe the role and responsibilities of the Faculty Adviser and outline the process for assigning Residents a Faculty Adviser
- Scope** **2** This policy applies to Residents in the University of Calgary Department of Family Medicine, Calgary Rural and Enhanced Skills Family Medicine Program
- Policy Statement** **3** All Residents entering the Program (Calgary Rural, and Enhanced Skills) will be oriented to the role of the Faculty Adviser, and assigned a named Faculty Adviser.
- Responsibilities** **4** **4.1 The Faculty Adviser is responsible for:**
- a. Orienting the Resident to the discipline of Family Medicine;
 - b. Discussing with the Resident the Program objectives as well as the Resident’s own learning objectives and coordinating the development of the Resident’s overall educational plan with the Resident’s Primary Preceptor, Division Director and Division Program Coordinator, as appropriate;
 - c. Reviewing this plan regularly (e.g. at 4 monthly Progress report) and assisting the Resident in finding the resources within the Program necessary to meet his/her unique learning needs;
 - d. Acting as a support and advocate for Residents during times of difficulty and challenge;
 - e. Helping the Resident:
 - i. reflect on Program choices to be made;
 - ii. understand assessment feedback;
 - iii. set and revise learning objectives;
 - iv. define career plans

Calgary Program:
 In the Calgary Program, the Faculty Adviser is usually the Resident’s Primary Preceptor.

Rural Program:

In the Rural Program, this is usually the Resident's Site co-Director.

Enhanced Skills Program:

In the Enhanced Skills Program, this is usually the Resident's individual Enhanced Skills Program Director.

4.2 Reassignment of the Faculty Adviser Role

- a. The Program will assign a different Faculty Adviser for Residents who make such a request.
- b. Residents wishing to make such a change may not feel comfortable making this request through their currently assigned Faculty Adviser, and are able to do so by contacting one of the following individuals:

Urban Program:

Residents may approach their Division Coordinator, Division Director, or the Program Director to make this request. The Division Director will usually lead the reassignment on behalf of the Program

Rural Program:

Residents may approach their Site Coordinator, the Site Director in the other regional centre or Program Director. In cases where the Program Director is approached, (s)he will lead the reassignment of the Faculty Adviser.

Enhanced Skills Program:

Residents may approach the Enhanced Skills Program Administrator, their Program's ES Program Director, or the Enhanced Skills Director. The ES Director will usually lead the reassignment of the Faculty Adviser.

- c. The identified Program lead as defined above will review the request with the Resident, ensuring the Resident understands the Faculty Adviser role well.
- d. The Program lead will explore the Resident's reasons for requesting the change in Faculty Adviser. This is only for the purposes of ensuring that subsequent assignment of a Faculty Adviser is informed by those concerns the Resident identifies regarding the first Faculty Adviser being in role.
- e. The Program lead will identify appropriate individuals to approach regarding acting in this role.
 - i. The Program lead will consider whether proximity should be a factor in selecting a new Faculty Adviser (i.e. whether it is appropriate to have the new Faculty Adviser be a Preceptor at the same clinical site, and if so, whether it should be from a different clinical team OR "Microsystem" where appropriate)
 - ii. The Program lead will usually approach other Primary Preceptors within the same Division in Urban, Site in the Rural Program, and Clinical Section in Enhanced Skills as the Resident, to reduce the amount of travel for the Resident when seeking ongoing support.
 - iii. The Program lead will usually only approach other Primary Preceptors in the Urban Program, co-Directors in the Rural Program, and experienced Clinical Faculty in the Enhanced Skills Program who are currently active with duties within the Program.
 - iv. Upon identifying an appropriate alternate Faculty Adviser, the Program lead will approach this individual to request they take on this role, and provide

appropriate orientation.

- v. The Program lead and proposed alternate Faculty Adviser will determine the ability to meet the Resident's needs before finalizing the change.
- vi. There is no additional funding available at present regarding taking on this additional role. For this reason, the Program lead will keep track of the Preceptors affected in order to inform future decisions.

Contacts **5** Program Director or Assistants

History **6** *Effective:*
 Updated: 2014-11-27
 2014-12-18 (Approved PGEC 2014-12-18)
 Updated: 2017-10-26 (Approved PGEC)